

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
THE DIRECTOR

JAN 27 2004

MEMORANDUM FOR: All NWS Employees

FROM: David L. Johnson //Signed//

SUBJECT: Equal Employment Opportunity Policy Statement

The policy of NOAA's National Weather Service is to provide equal access to employment regardless of race, color, religion, sex, national origin, age, sexual orientation, or physical or mental disability.

Discrimination may be displayed through disparate treatment, disparate impact, or retaliation. Disparate treatment occurs when an employee is intentionally treated differently than others who hold or are applying for similar jobs. Disparate treatment can occur in any area of employment including hiring, discipline, performance appraisal, termination, working conditions, or benefits. Disparate impact occurs when employment policies or procedures appear neutral but have a negative effect on a group with a common race, color, religion, sex, national origin, age, sexual orientation, or disability status. Retaliation occurs when management takes action against an employee because the employee participated in the Equal Employment Opportunity (EEO) complaint process or opposed agency actions believed to be discriminatory.

As an employee, it is important to understand, and utilize when necessary, the discrimination-complaint process and seek the assistance of an EEO representative without fear of retaliation. Should you believe you have been the victim of unlawful discrimination, you may contact the NOAA Office of Civil Rights at (voice) 301-713-0500 or 1-800-452-6728, (TDD) 301-713-0982, or (fax) 301-713-0983.

For more information on what constitutes a violation of EEO, visit the NOAA Civil Rights Office's web site at <http://www.ofa.noaa.gov/~civilr/eeopol.htm>.